

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

GRADE: 13

JOB CODE: 1120

EST. DATE: 7-1-06

GENERAL FUNCTION: Under general to limited supervision, provides personal assistance, administrative support and advanced secretarial/clerical support to an upper level manager in a small office or agency at a level that requires independent judgment and initiative. Assists in the daily operation and management of the office. Coordinates meetings and travel arrangements. Collects data and prepares reports and presentation materials. Is primary contact with vendors and may act as user resource on computer applications for other staff. Completes special projects assigned by manager.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Organizes and coordinates daily activities and efficient function of the office or agency.

Completes and maintains various office records such as purchasing and inventory, payroll and personnel, and client records.

Participates in the development of office procedures.

Coordinates unique projects and special events involving facility selection and setup, coordinating staff resources and responsibilities, and securing other resources such as training materials and supplies.

Maintains stock of office supplies, equipment, and forms by ordering and receiving goods. Issues goods to staff members or customers. Perform physical inventory. Prepares and maintains fixed assets records.

Assists the director or immediate supervisor in organizing and executing routine activities and special projects. Represents the manager in various matters. Serves as a liaison between the office/agency and outside organizations. May exercise signature authority.

Conducts extensive research to compile information needed to generate reports. Complete projects and accurately respond to questions and concerns. Analyzes problems, questions, issues, etc. and develops and reports recommendations for resolving them.

Provides secretarial and clerical support to manager and the office as a whole.

Assesses manager's and office/agency's filing and recordkeeping needs and establishes and maintains filing and recordkeeping systems.

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Coordinates data collection and generates reports. Conducts comprehensive clerical research, gathering narrative and numerical data in order to generate data reports and respond to request for information.

Assists with information technology system development and selection of software to ensure the systems provide the functionality and information required by evaluating office needs, testing systems and gathering user input.

Prepares and enters data or information from source documents, rough draft, copy or general instruction into routine and technical materials including forms, statistical reports and correspondence.

Operates a personal computer utilizing “canned” software to develop or modify working files, select and extract appropriate data and design reporting formats to present the data.

Screens callers and visitors; provides information or makes referrals, assists visitors in completing forms and applications. Provides information on services and functions.

Maintains knowledge of current trends and developments in the field by reading appropriate books, journals and other literature and attending related seminars, and conferences.

Talks with/evaluates the qualification of applicants for clerical/secretarial position(s) in order to assist the supervisor in determining which applicants are best qualified for the position by following appropriate interview techniques and using own knowledge of the job requirements.

Receives/checks/approves and signs requisitions, vouchers, forms and documents for director or under own signature in order to ensure that requisition vouchers are approved/distributed in a timely manner using own knowledge of appropriate purchase/expenditures to be made.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department’s Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency’s Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.

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3. Identifies agency's chain of command and management system for emergency response.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: No Supervisory responsibility.

JOB SPECIFICATIONS:

Knowledge:

- Knowledge of business English and grammar sufficient to write and edit materials.
- Basic knowledge of purchasing and inventory control principles.

Skills:

- Considerable level of organizational skills.
- Considerable skills in filing and recordkeeping.

Abilities:

- Ability to collect and enter data. Ability to generate appropriate reports.
- Ability to communicate effectively both orally and in writing.
- Ability to operate standard office equipment, including personal computer and software applications.
- Ability to analyze and solve problems.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

Bachelors degree from an accredited college or university in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management, Computer Science or related degree. Must demonstrate through course work or define in working history the ability to use and operate a computer with the appropriate software. No additional experience required.

OR

HS Diploma or GED. Five (5) years of experience in administrative responsibilities such as budgeting, personnel, planning or closely related activities that include use of computer. Education in the field will substitute for the experience on a year for year basis not to exceed four (4) years.

NOTE: To replace Administrative Assistant (1104) by 7-1-07. Decrease in Grade and change in minimums as of 7-1-06.

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The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.